

**Wisconsin Job Centers
are found throughout
Wisconsin**

To learn the phone number and address of
your nearest Wisconsin Job Center, call
toll-free **888/258-9966** or via Internet
www.wisconsinjobcenter.org





Find a Great Job in the Badger State!

The Internet is an important career planning and job hunting tool. Organizations and companies are increasingly using the Internet to recruit new employees. The number of people discovering the employment tools on the Internet continues to climb.

Which ones are best for Wisconsin employment opportunities? This guide can help you find good Wisconsin job opportunities available on the Internet.

The Department of Workforce Development with its Wisconsin Job Center locations statewide hope you will use these resources to find a job and “stay a little bit longer” in Wisconsin.

*Left: A farmer's market in summer
Below: The Milwaukee lakefront*





This pamphlet will help you identify those web sites with the most Wisconsin job openings statewide.

Not online? Don't have a computer? Get online free at your local Wisconsin Job Center, community college, or public library.

To find the Wisconsin Job Center closest to you, call toll free **888/258-9966**, or visit **www.dwd.state.wi.us/dws/directory**

If you live outside Wisconsin, check with your local state employment service, library, or community college about free Internet access.

Jobs are also announced on America's JobLine. Call toll free 800/414-5748.

Department of Workforce Development
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Madison, WI 53707-7972
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The Department of Workforce Development is an equal opportunity provider. If you need assistance to access services or material in an alternate format, please contact us at the e-mail address above or call 608-261-6974

Web Sites for Job Openings In Wisconsin

Wisconsin Job Centers

www.wisconsinjobcenter.org

The Wisconsin Department of Workforce Development's gateway to Wisconsin JobNet, America's Job Bank, Wisconsin Seasonal Jobs, and links to other State of Wisconsin sites. It is free to businesses and job seekers.

Wisconsin JobNet

www.dwd.state.wi.us/jobnet

Wisconsin JobNet lists more job openings for Wisconsin than any other web site. It is the primary job site of the Wisconsin Department of Workforce Development and the local Wisconsin Job Centers.



Wisconsin Seasonal Jobs Site

www.wi-seasonaljobs.org

Part of the Wisconsin's JobNet system, Wisconsin Seasonal Jobs contains seasonal employment opportunities for all ages. It is easy to use and lists jobs by location and date of entry.

State of Wisconsin Portal

www.wisconsin.gov

Wisconsin's e-government portal connects you to all State of Wisconsin services. Click on "Employment in Wisconsin" to access private and public sector jobs. Also has a resume bank and resume scout feature.

Central Wisconsin Jobs Online

www.cwjobs.org

Here you will find postings from a variety of Central Wisconsin area employers. You'll also find employer profiles and links to existing employer Web sites. It has a resume database.

WiJob.com

www.wisjobs.com

WiJobs.com is a career and jobs site that is designed to serve Wisconsin. WiJobs.com is a part of the LocalCareers.com network, a locally operated organization. *WiJobs.com is not affiliated with the State of Wisconsin or any staffing agency.* It includes Personal Career Agent, career tips, job seeking tips, and information on self-employment opportunities. It is free to the job seeker.

America's Job Bank (AJB)

www.ajb.org/wi

America's Job Bank is a nationwide, U.S. Department of Labor and State Employment Services site with the second largest number of Wisconsin jobs. AJB offers a resume bank, job scout, wage information, relocation information, and lists 1.5 million jobs nationally. AJB is one of the largest national sites on the Internet. It is free to employers and job seekers.

The NationJob Network

www.nationjob.com/wisconsin

This is a national job site with good links to Wisconsin employment. It provides access to jobs in Wisconsin, a resume scout service, relocation and salary information, company profiles and links to company websites.

Wisconsin Job Network

www.wisconsinjobnetwork.com

The Wisconsin Job Network is comprised of 30+ employment Web sites focusing on local communities in the State of Wisconsin. It includes Milwaukeejobs.com and JobsinMadison.com.

Monster.com

<http://location.monster.com/us/wi>

This site allows you to search by Wisconsin city, keywords or company.

Use Search Engines

Many companies, newspapers, and local organizations have web sites with employment listings. Use "Wisconsin" as a keyword to locate other sources of employment information.

For one list of Internet job boards see **www.acinet.org/acinet/library.asp?category=3.1**.

Web sites to find jobs with federal, state and local governments in Wisconsin

State of Wisconsin Jobs

Wisconsin State Jobs

<http://wiscjobs.state.wi.us>

The official State of Wisconsin employment web site, this provides information on job opportunities, civil service tests and procedures for all state agencies. It includes some jobs from local governments.

Wisconsin Department of Workforce Development (DWD)

www.dwd.state.wi.us/asd/jobopen.htm

Provides access to employment, training, equal rights, unemployment compensation, workers compensation services and job openings with the DWD.

Wisconsin.gov

www.wisconsin.gov

Your online source to living, working and playing in Wisconsin. Provides links to all state agencies, counties and municipalities.

County and City Government Jobs

State of Wisconsin Portal

www.wisconsin.gov

Links to all Wisconsin county and city government web sites may be found here. You can find employment information for Wisconsin's 72 counties or hundreds of municipalities.

Federal Government Jobs

USAJOBS

www.usajobs.opm.gov

The United States Government's official source of job and employment information.

Federal Jobs in Wisconsin

www.federaljobsearch.com/wisconsin.asp

Federal Job Search simplifies your job search by locating federal jobs in Wisconsin. The site can also match your profile daily against federal jobs databases nationally.

Army Civilian Personnel on Line

<http://cpol.army.mil>

Information about civil service jobs with the US Army. Search for jobs in Wisconsin at Ft. McCoy and other locations around the state.



The Education Connection

There is an indisputable link between one's educational attainment and one's earning power. Learn more. Earn more.

Wisconsin has some of the nation's finest public schools, technical college campuses, and private schools and universities. The University of Wisconsin System has a worldwide reputation for research and scholarship.

Bring your skills and make a difference in the lives of others ... and in your own!

Wisconsin Technical Colleges **www.witechcolleges.com**

Discover all Wisconsin Technical Colleges' student employment services, campus job postings and employment with the system. Once past the introductory page, click on each campus, then choose the school name/logo to learn more about each campus.

Department of Public Instruction **www.dpi.state.wi.us/dpi/jbsintro.html**

This site provides a listing of licensed teaching and administrative positions at public schools across Wisconsin.

University of Wisconsin System **www.uwsa.edu**

This site has links to employment with the University and College campuses. Click on "employment" and then select the location of your choice.

University of Wisconsin Extension

www.uwex.edu/jobs

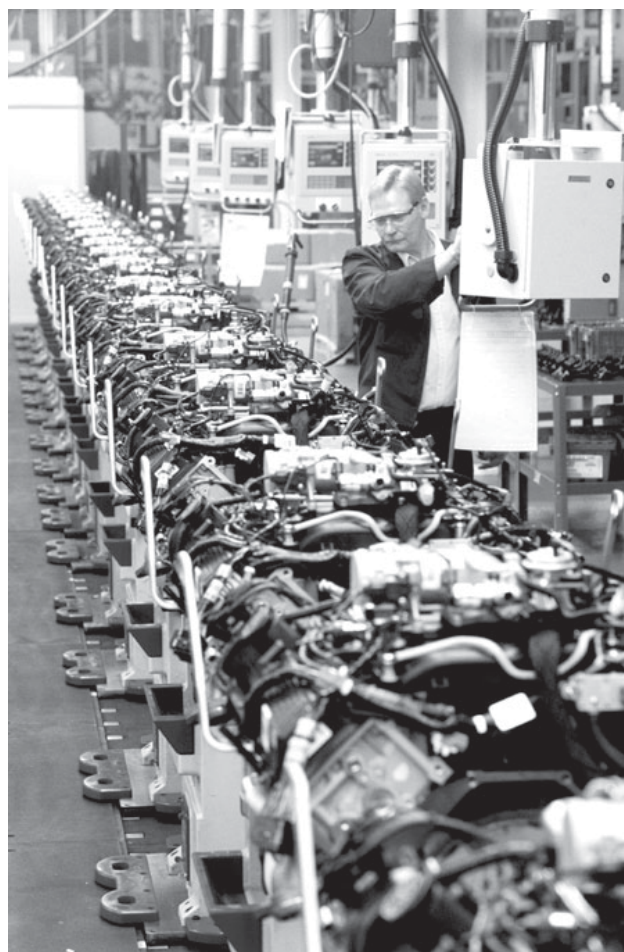
There are four UW-Extension divisions: Cooperative Extension, Continuing Education Extension, and Broadcasting and Media Innovations, and Business and Manufacturing Extension.

Community sites to help the job hunter

Wisconsin has great small, medium and large communities with many job possibilities.

- Is your preference to work “up north” near rivers, lakes and forest?
- Do you like working in a city environment?
- Is a balance of nature and cultural opportunity more to your liking?

Newspapers, television and radio stations, Wisconsin Job Centers, the Chamber of Commerce, cities, counties, community organizations, and companies often have web sites with employment information.



Local job leads ...

Go to:

www.wisconsinjobcenter.org

Click on:

Regional Resources

Choose:

- **Local Web Sites**
- **Company Web Sites**
- **Telephone Hot-Lines**
- **Wisconsin Newspapers**

Organized by region and city, these local resources have job openings or employment information that may not be on other state or national job boards.

Target your job search to the area of beautiful Wisconsin you like the most!



Wisconsin Job Centers connect job seekers and businesses. Whether its employment opportunities, exploring career options, understanding the labor market, or connections to training, Wisconsin Job Centers are your one-stop resource.

Wisconsin Job Center
Call toll free
888/258-9966

Search Engines

The Internet is a great tool for job hunting. Job openings, career information, relocation information, cost of living comparisons, information on companies, local newspapers, and even driving directions to the interview are at your fingertips.

If you are not certain where to begin, search engines on the Internet can help. By using keywords, you can look for specific occupations, names, products, places, industries or companies. Some search engines feature topics like “employment” or “careers.”

Employing a simple keyword or directory search will often give you more search results than you want. Look carefully at the first 1-2 pages of results; if you don't find what you need, try another search engine or try different words.

Improve your odds: Refine your search

Most search engines have tips on how to refine your search. The information in the box in the next column offers common suggestions.

Search Tips

1. Start by using one or two key words; put the most unique word first.
2. Put quotation marks around phrases
3. If your words should be capitalized, then capitalize them in your search.
4. Look at the Help or Search Tips for each search engine.
5. Use “not” to eliminate words.
6. “And” is assumed between words and will retrieve records with all the specified words.
7. An asterisk (*) at the end of a word or part of a word will find any variations of the word.
8. Don't be afraid to try different search engines or combinations of keywords until it works!

Search Engines

Google	www.google.com
Alta Vista	www.altavista.com
Ask Jeeves	www.askjeeves.com
MSN	search.msn.com
NBCi	www.nbc.com
Web Crawler	www.webcrawler.com
Yahoo	www.yahoo.com

Subject Directories

Librarians' Index	http://Lii.org
Jump City	www.jumpcity.com

Multiple search engines at once

Dog Pile	www.dogpile.com
Meta Crawler	www.go2net.com
Search	www.search.com

Telephone Directories

Switchboard	www.switchboard.com
AnyWho	www.anywho.com
Ultimate Pages	www.theultimates.com

Special services, and programs for specific populations

On the Internet you can find web sites with information and job listings for specific groups, organizations, occupations, or areas of interest.

Are you ...

- A college graduate?
- A returning veteran?
- A person with a disability?
- A nontraditional worker?
- An older worker?

Here are some examples of web sites with detailed information to explore.

AJB Career InfoNet & Career Resource Library

<http://www.acinet.org/acinet/library.asp>

A complete resource for links and information on occupations, job search, job banks, and relocation.

College Grad Job Hunter

www.collegegrad.com

Job hunting preparation, resumes, interviews, negotiations, and new job listings.

Access America for Students

www.students.gov

Information for students on careers, education, financial aid, and related topics.

Military.com

www.military.com

Career and employment information for current military personnel, veterans, and civilians connected with the military.

Transition Assistance Online

www.taonline.com/

Employment search sites for transitioning military personnel and veterans.

Division of Vocational Rehabilitation

www.dwd.state.wi.us/dvr

Wisconsin's employment assistance program for people with disabilities.

Disability Info.gov

www.disabilityinfo.gov

Information on federal government programs for workers with disabilities.

Work 4 Women

www.work4women.org

High-wage nontraditional occupations and support for women and girls interested in nontraditional occupations.

Recruiting Older Workers

<http://www.dwd.state.wi.us/dws/programs/populations/olderworker/>
DWD site to find information and links to help older workers and an on-line list of "older worker" friendly employers.

First Gov for Workers

www.dol.gov/dol/audience/aud-workers.htm

Federal government information and services including employment and labor laws.

Senior Job Bank

www.seniorjobbank.com

Job referral for Job Seekers and Employers. Resume bank available. Click on Wisconsin.

First Gov for Seniors

www.seniors.gov

Information about employment, taxes, retirement planning, and consumer protection.

Wisconsin Labor Market Information

www.dwd.state.wi.us/lmi

Information on occupations and occupational outlooks, employment patterns, prevailing wages, and other trends and projections for each of Wisconsin's 72 counties.

Environmental Jobs in Wisconsin

www.ejobs.org/states/wi.html

Links to companies, non-profits, law firms and government agencies involved in environmental work.

Minorities' Job Bank

www.iminorities.com

Offers minority professionals job-seeking and career-management tools. Content is tailored to special interests of African-Americans, Asian-Americans, Hispanic-Americans, Native-Americans, and Women.



Relocating to Wisconsin?

The Badger State delivers the good things in life: charming small towns, vibrant cities, great outdoor recreation and some of the friendliest people in the world. Wisconsin also has great jobs, educational opportunities and affordable housing.

www.wisconsin.gov has everything you want to know about Wisconsin.

Topics include:

- Government
- Public Services
- Business
- Education
- Wisconsin Facts
- Health & Safety

■ Relocation

- Visiting



Click on Relocation to access

- Living in Wisconsin
- Job Opportunities
- Cost of Living Calculator
- Licenses & Permits
- Housing Costs
- Child Day Care
- Schools
- Taxes
- Voting
- Driving Information
- Other Resources

Other Relocation Web Sites

Wisconsin Realtors Association

www.wra.org

Moving.com

www.moving.com/tools

Relocation Central

www.relocationcentral.com

Wisconsin Apartment Showcase

www.apts showcase.com

Start Renting

www.greatermadisonhomes.com

Apartment Living in Wisconsin

www.apartmentsandroommateswi.com

Relocation.com, Moving Network

www.123relocation.com/Wisconsin

Homes and Apartments

www.homes.com/Content/ListingStateMap.cfm?State=WI



Work Smarter not Harder

As a job seeker you are in business for yourself. ME, Inc. By using the Internet effectively and increasing your job search skills, you can market yourself more effectively.

Exploration of company web sites is probably the most valuable use of the Internet for the job seeker. The Internet can deliver information about companies, help you choose companies that fit your skills, find job openings, and make direct contact with a potential employer.

There are many Internet resources to help you to improve your job seeking skills. Be more effective in your efforts. Work the Hidden Job Market. Polish your resume. Improve your interviewing skills. Find your Dream Job. There are many good resources for career planning and information on occupations.

The Internet is just one tool in a successful job search! A low percentage of people being hired found their job on the Internet. Most,

perhaps 70-80%, found their job by direct contact with an employer or by networking.

Newspaper ads, employment agencies, temporary agencies, and government services help many

people but account for a small percentage of all hires. The vast majority of available jobs are never advertised publicly! This is the Hidden Job Market. These jobs are filled through networking and direct employer contact.

Wisconsin Job Centers provide access to career planning information and help you improve your job search. Find your nearest Wisconsin Job Center location by calling toll free **888-258-9966** or visit **www.wisconsinjobcenter.org**.

Helpful publications are available at Wisconsin Job Centers

Publication topics:

- Job readiness
- Job search
- Resumes and applications
- Interviewing

www.wisconsinjobcenter.org/publications



Other Job Search Resources

Career Resource Library: Job Search Tips

www.acinet.org/acinet/library.asp?category=2.1

From America's Career InfoNet. Organized topically.

Riley Guide

www.rileyguide.com

Packed with web site evaluations, links, and lists of career and job seeking resources. The Riley Guide is recognized for its quality.

Job Hunters Bible

www.jobhuntersbible.com

Great advice on Internet use, resumes, job hunting and careers. Created by Richard Bolles, author of the best-seller, *What Color is Your Parachute?*

Job Web's Resume Writing Tips

www.jobweb.com/resumes_interviews/resume_guide/restips.html

Very easy to use with good information.

On-line Tutorial, Using the Internet to Find a Job

www.oakton.edu/resource/stuserv/netjobs/index.html

Easy-to-use site. Good information on resumes.

Career Journal

www.careerjournal.com

From the Wall Street Journal. Click on "Job Hunting Advice".

Electronic Resumes

www.oakton.edu/resource/stuserv/netjobs/resumes/index.html

There is a difference between paper and electronic resumes. Learn how to be more effective with on-line resumes.

Career/ Occupation Information Sites

America's Career Infonet

www.acinet.org

State Occupational Projections

<http://www.projectionscentral.com>

Occupational Outlook Handbook 2002-03

www.bls.gov/oco

Career Guide to Industries

www.bls.gov/oco/cg

Wisconsin

Labor Market Information

www.dwd.state.wi.us/lmi

Just for fun

Wisconsin.com

www.wisconsin.com

Thousands of Wisconsin connections: Maps, arts and humanities, entertainment, restaurants, sports, business, and society.

The Cheese State Index

www.cheesestate.com

Links to employment sports, entertainment, recreation, Wisconsin history, Wisconsin Communities and ***cheese!***

Wisconsin Electronic Postcards

www.ashlandwi.com/postcard

www.baraboonow.com/ecards.asp

www.wisdells.net/ecards.asp

<http://www.birkie.com/postcard>

Don't have a computer?

America's JobLine

has all jobs found in Wisconsin JobNet, plus all the jobs from America's Job Bank. Thousands of listings!

Search by state and by occupation. The call is free.

America's JobLine

(toll free)

800/414-5748

America's Service Locator

A component of CareerOneStop

Businesses and job seekers can find the services they need at a convenient Career One-Stop Center.

America's Service Locator provides information about many employment, training and social services in Wisconsin and other states.

www.servicelocator.org

(toll free)

877/US-2-JOBS



Find Your Dream Job in Wisconsin

Stay just a little bit longer...

Thinking of a change?

Wisconsin employers are looking for people just like you.

Top quality schools, a robust business community, good jobs, and a great place to vacation. ***Won't you stay?***